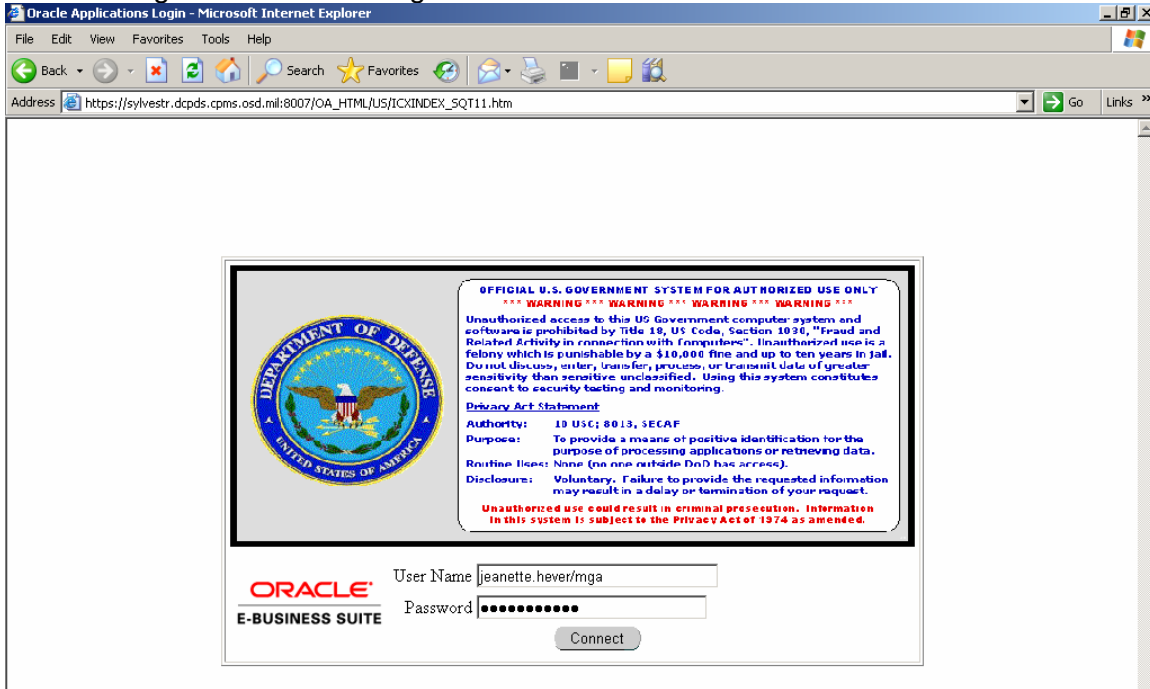
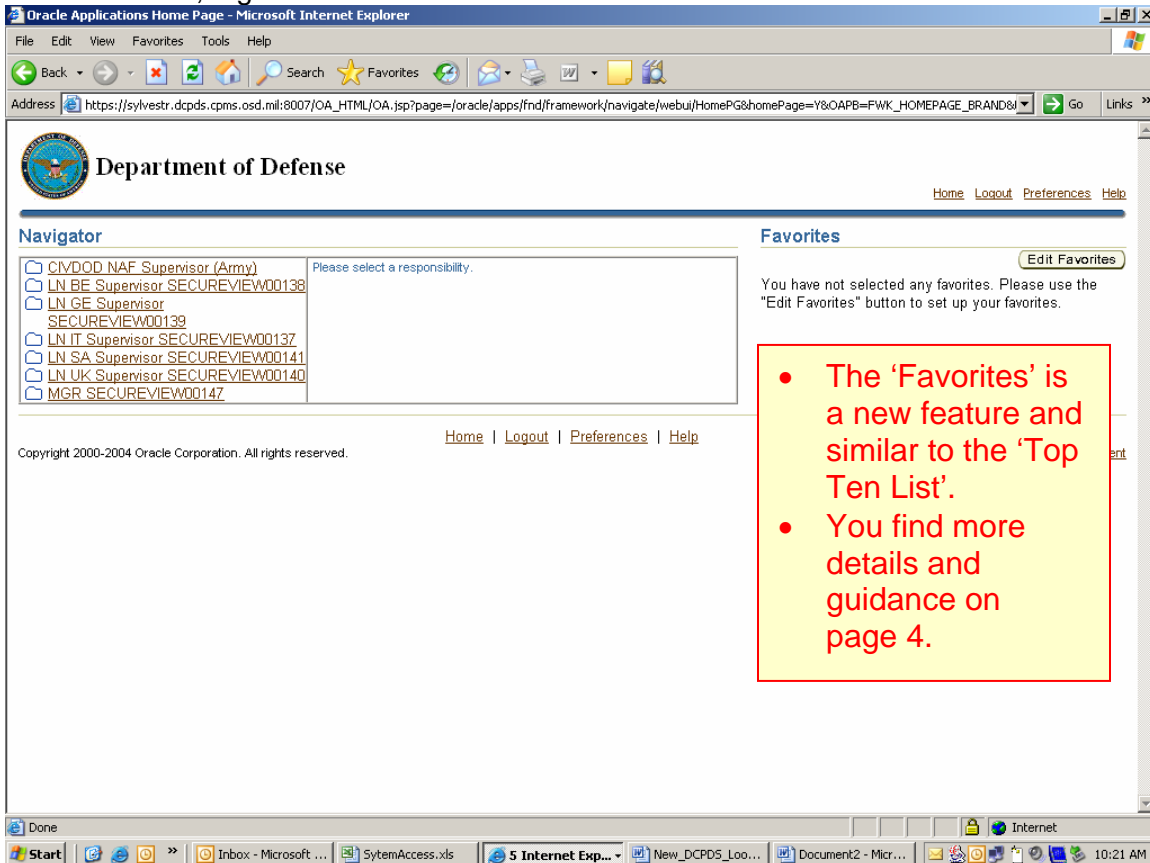


## “NEW LOOK” of DCPDS Login Screens – Effective 14 August 2005

- Initial login remains unchanged.

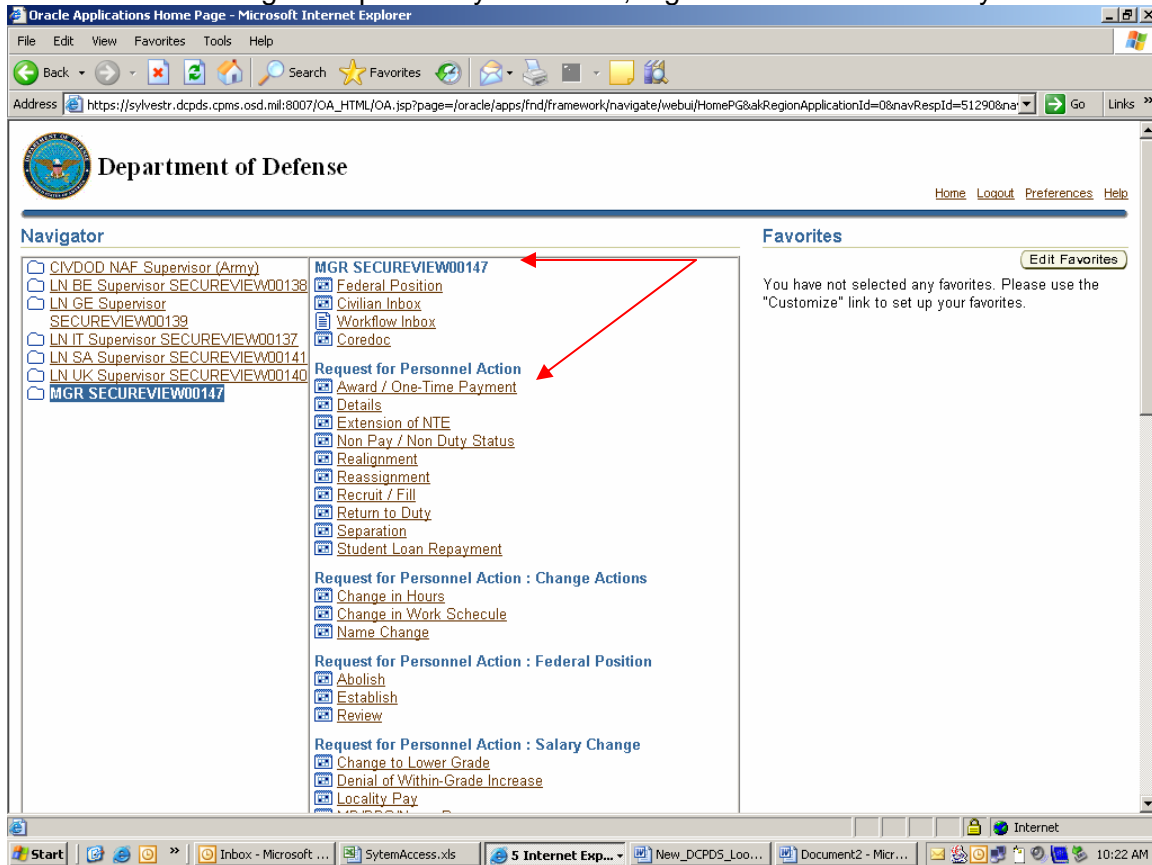


- Once connected you will see this new screen to select the appropriate responsibility displayed in the left column, e.g. MGR SECUREVIEW00147.

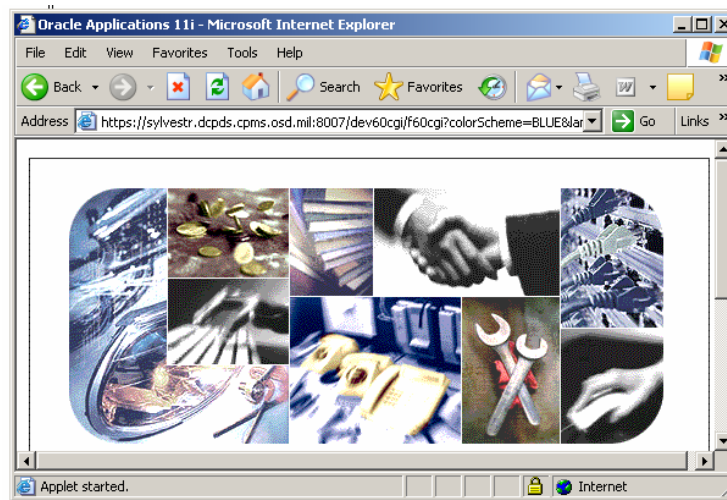


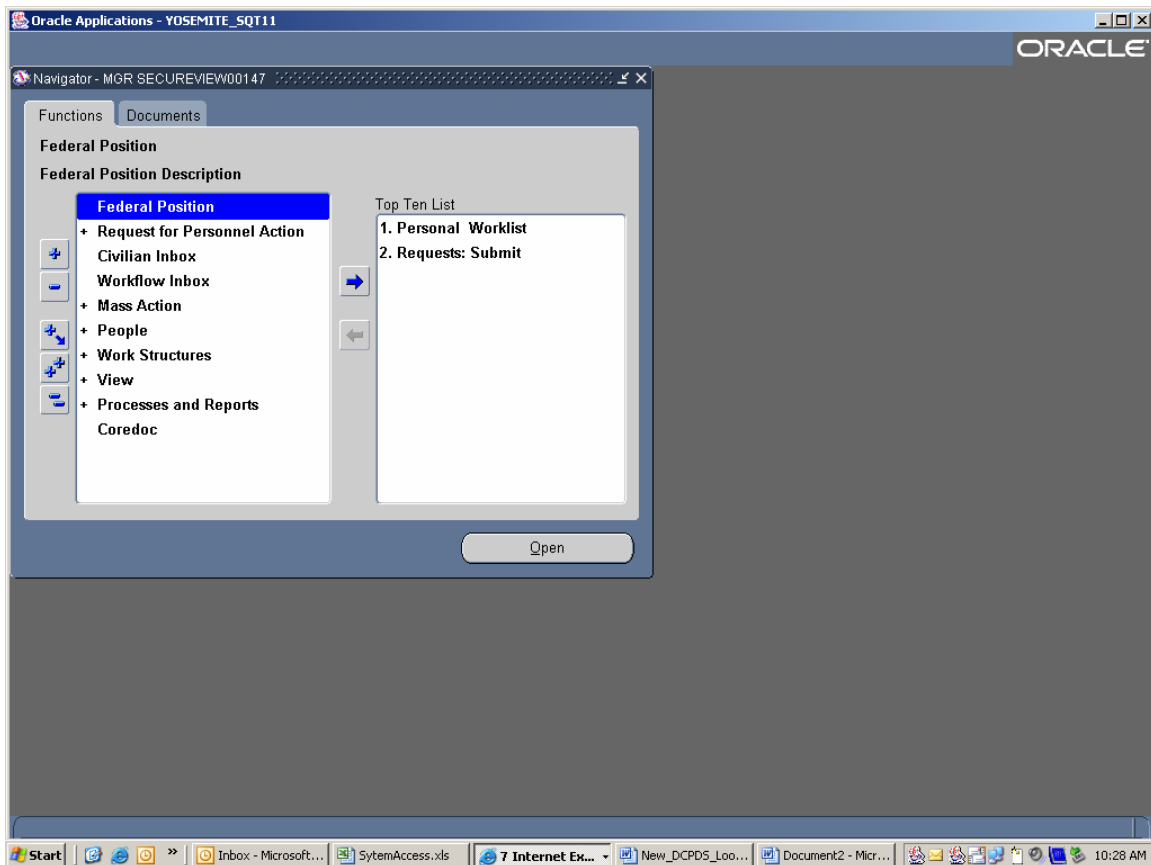
- The 'Favorites' is a new feature and similar to the 'Top Ten List'.
- You find more details and guidance on page 4.

- When you select a responsibility all “Navigator Options” associated with that responsibility will be displayed in the middle column with the responsibility as headline.
- Click on a “Navigator Option” of your choice, e.g. Award / One-Time Payment.



- After you clicked on a “Navigator Option” you will shortly see the “Oracle Applet” and the “Old Navigator” window appear and disappear before the window of your chosen “Navigator Option” opens.





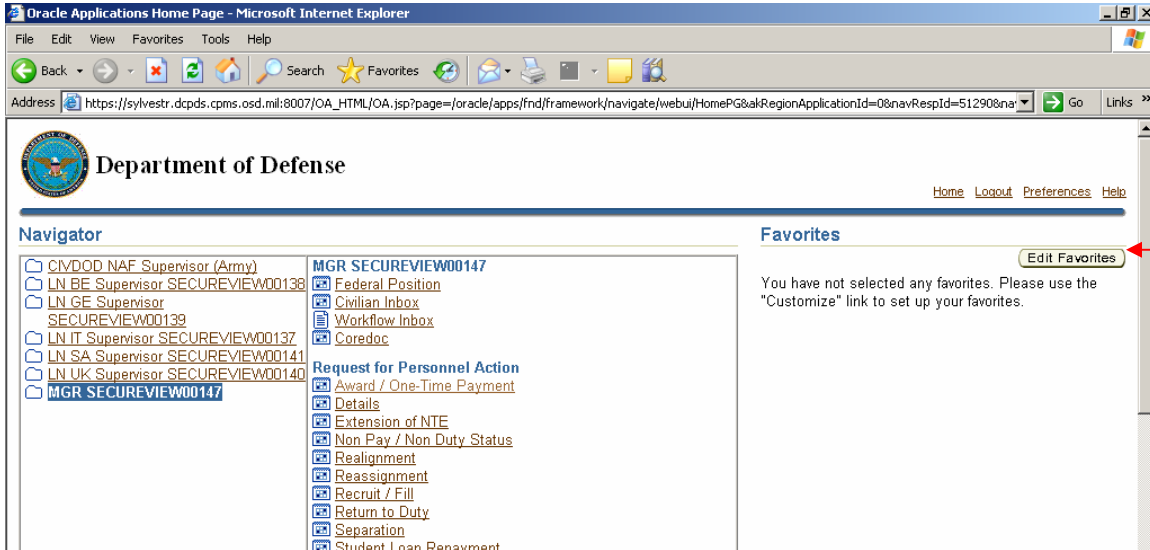
The screenshot shows the Oracle Applications "Request for Personnel Action (Award/One-Time Payment, Routing Group:ARMY)" form. The form is divided into several sections. The top section is "Requesting Info" and contains fields for "1 Actions Requested" (Award/One-Time Payment), "2 Request Number", "3 For Additional Information Call (Full Name)", "Telephone Number", "4 Prop. Eff. Date" (ASAP), "5 Action Requested By (Full Name)", "Title", "Request Date", "6 Action Authorized By (Full Name)", "Title", and "Concurrence Date". The middle section is "PART B - For Preparation of SF 50" and contains fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date". The bottom section is "FIRST ACTION" and "SECOND ACTION", each containing fields for "5-A Code", "5-B Nature of Action", "5-C Code", "5-D Legal Authority", "5-E Code", "5-F Legal Authority", "6-A Code", "6-B Nature of Action", "6-C Code", "6-D Legal Authority", "6-E Code", and "6-F Legal Authority". The form also has a "History" button and a "Extra Information" button.

## “NEW FEATURE - FAVORITES”

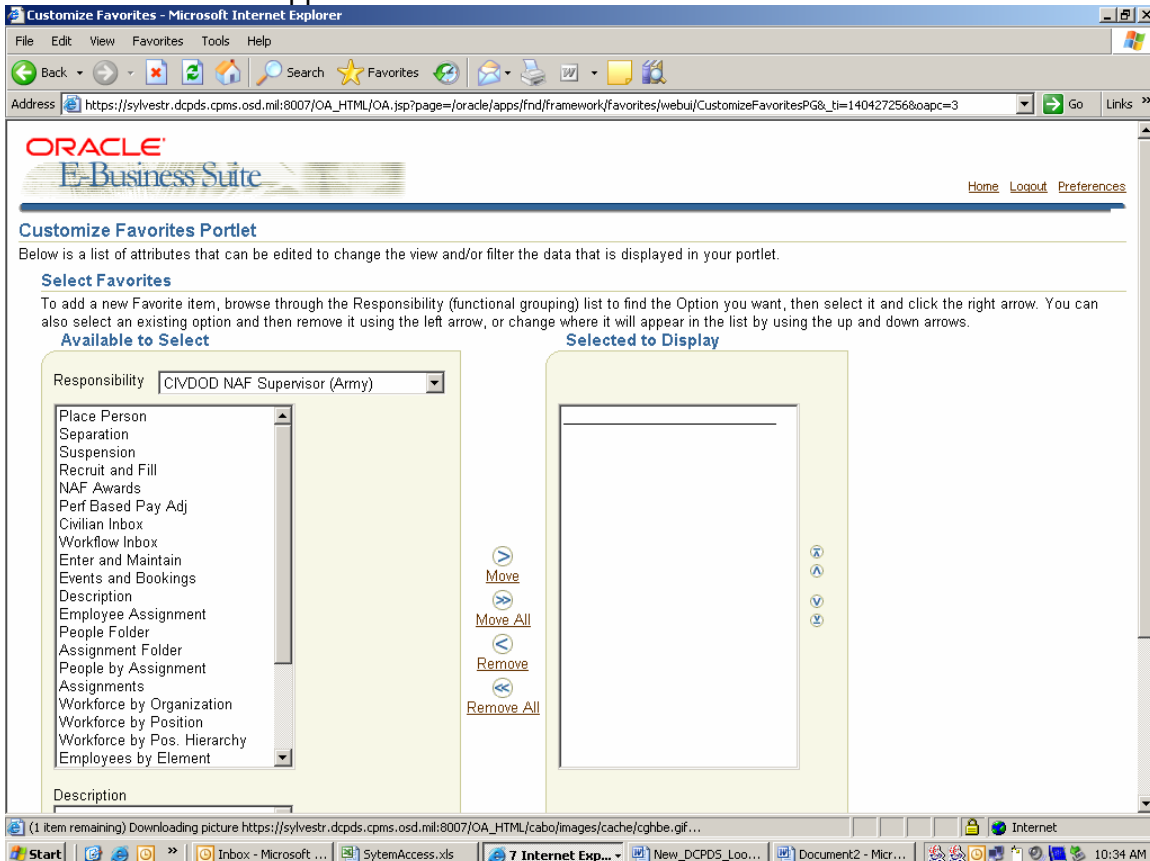
This new feature provides you the ability to create a list of the most often used “Navigator Options” and is similar to the Top Ten List. However, it is different in that aspect that the favorites remain as set up, regardless which responsibility selected. The Top Ten List must be set up for each responsibility separately. Another advantage of the Favorites is that you also can add links to web sites.

Follow the below steps to set up your Favorites.

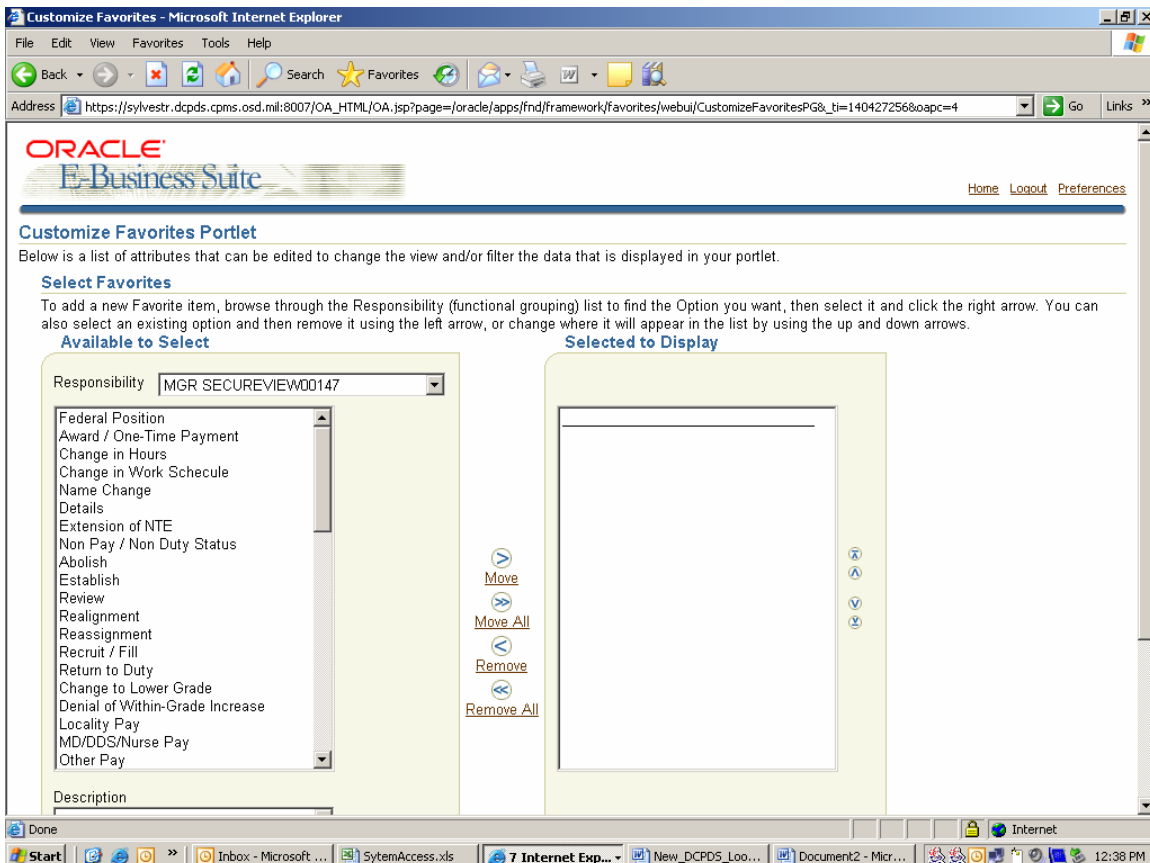
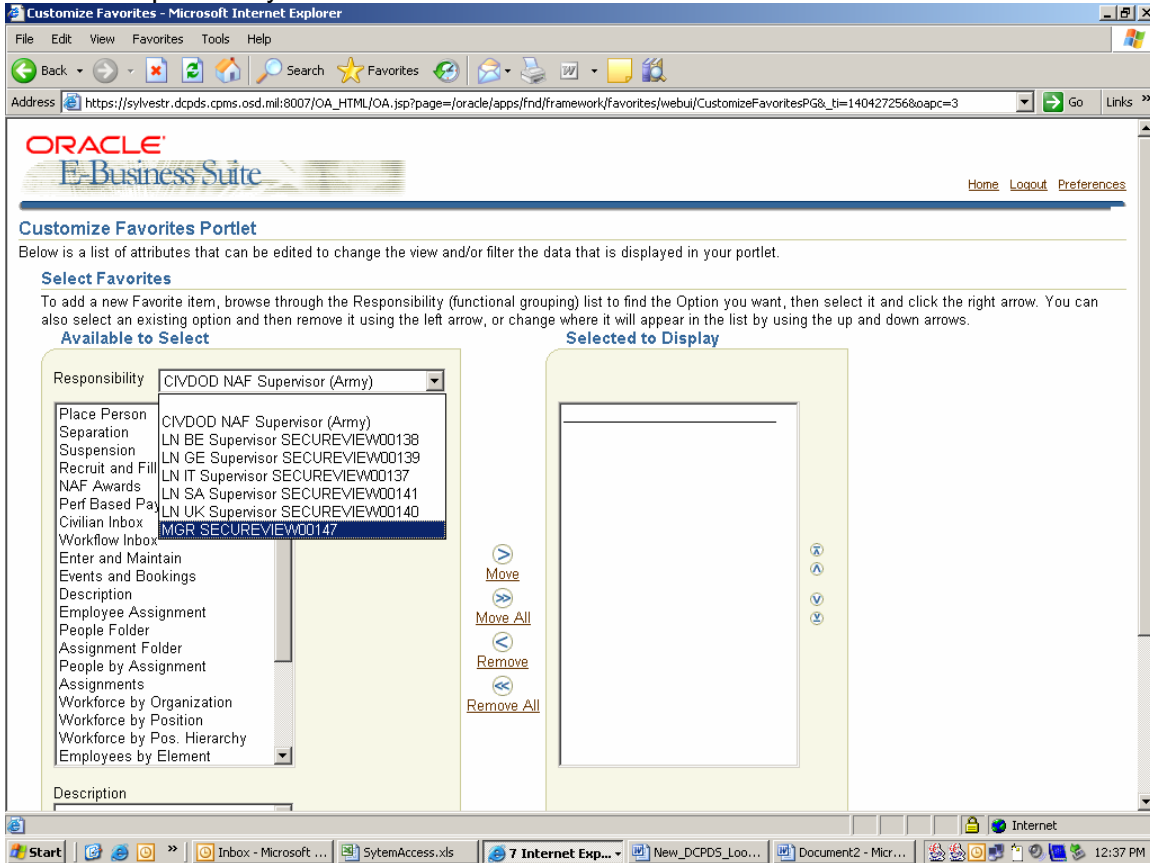
- Click on the Edit Favorites icon.



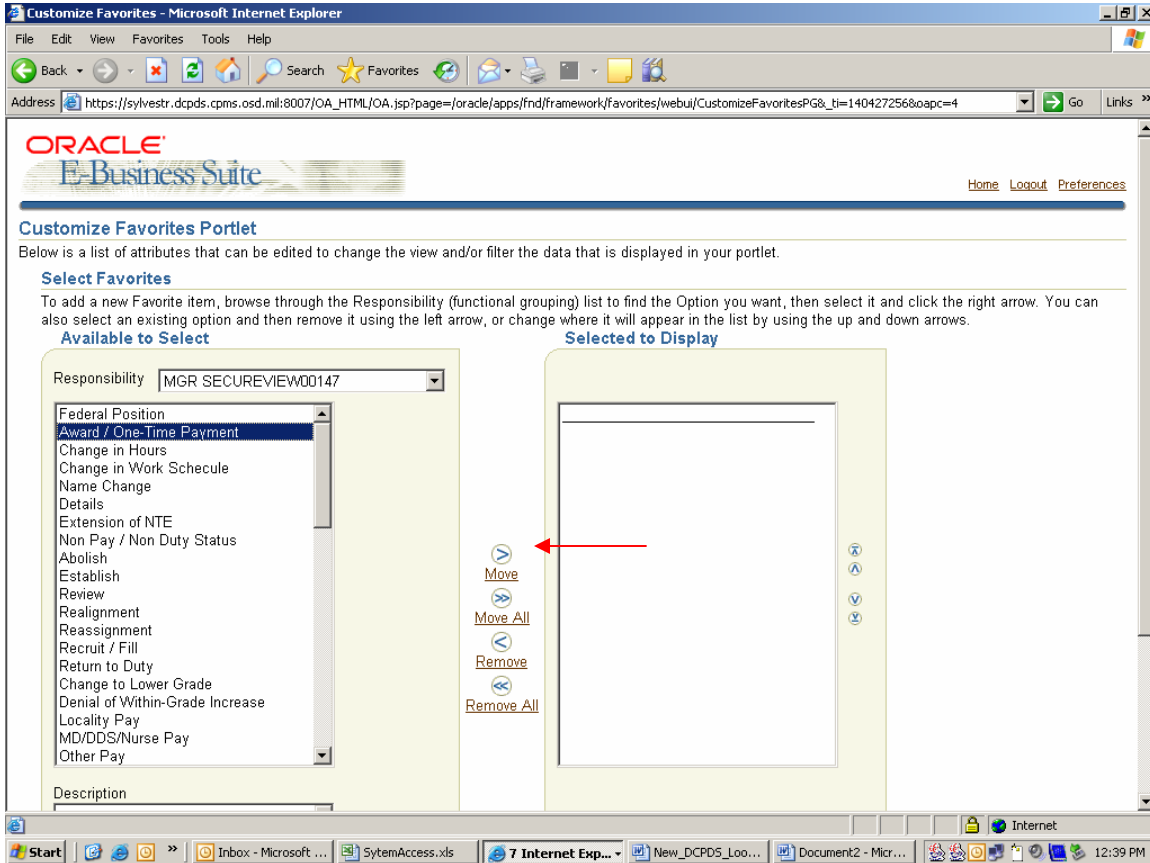
- This window will appear.



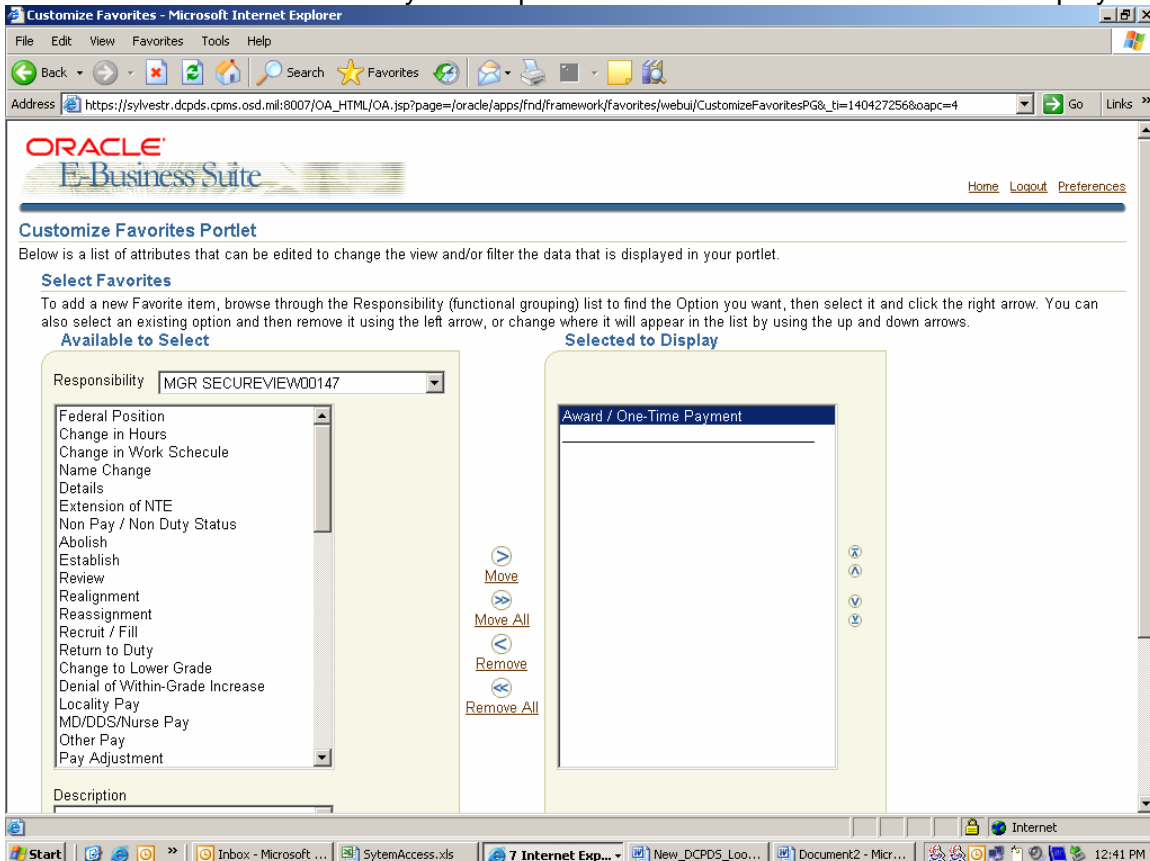
- Select the appropriate responsibility from the drop down list, e.g. MGR SECUREVIEW00147.
- This will change the initially displayed “Navigator Options” to the “Navigator Options” associated with that responsibility.



- Select your favorite “Navigation Option”, e.g. Award / One-Time Payment.
- Click on the ‘Single Move Arrow’ in the middle of the Available to Select and Selected to Display column



- The “Award / One-Time Payment” option is now moved to the Selected to Display column



- Repeat above steps to move your favorite “Navigator Options”

Customize Favorites - Microsoft Internet Explorer

Address: https://sylvestr.dcpds.cpm.osd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/favorites/webui/CustomizeFavoritesPG&ti=140427256&oapc=4

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### Customize Favorites Portlet

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your portlet.

**Select Favorites**

To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.

**Available to Select** **Selected to Display**

Responsibility: MGR\_SECUREVIEW00147

Federal Position  
Change in Hours  
Change in Work Schedule  
Name Change  
Details  
Extension of NTE  
Non Pay / Non Duty Status  
Abolish  
Establish

Award / One-Time Payment

Customize Favorites - Microsoft Internet Explorer

Address: https://sylvestr.dcpds.cpm.osd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/favorites/webui/CustomizeFavoritesPG&ti=140427256&oapc=4

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**Available to Select** **Selected to Display**

Responsibility: MGR\_SECUREVIEW00147

Federal Position  
Change in Hours  
Change in Work Schedule  
Name Change  
Details  
Non Pay / Non Duty Status  
Abolish  
Establish  
Review  
Realignment  
Reassignment  
Recruit / Fill  
Return to Duty

Award / One-Time Payment  
Extension of NTE

Move  
Move All

Customize Favorites - Microsoft Internet Explorer

Address: https://sylvestr.dcpds.cpm.osd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/favorites/webui/CustomizeFavoritesPG&ti=140427256&oapc=4

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**Available to Select** **Selected to Display**

Responsibility: MGR\_SECUREVIEW00147

Other Pay  
Pay Adjustment  
Pay Adjustment - Position Change  
Promotion  
Quality Increase  
Step Adjustment

Award / One-Time Payment  
Extension of NTE  
Recruit / Fill



- Click on the Apply icon once you moved all of your favorite “Navigator Options”.

**Customize Favorites Portlet**

Below is a list of attributes that can be edited to change the view and/or filter the data that is displayed in your portlet.

**Select Favorites**

To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.

**Available to Select**

Responsibility: MGR\_SECUREVIEW00147

- Other Pay
- Pay Adjustment
- Pay Adjustment - Position Change
- Quality Increase
- Step Adjustment
- Step Increase With Pay
- Termination of Grade Retention
- Termination of Interim WGI
- Exemplary Performance Award
- Student Loan Repayment
- Workflow Inbox
- Custom Mass Realignment
- Enter and Maintain
- Address Change
- Description
- Employee Assignment
- Absence
- Salary
- Entries
- People Folder

**Selected to Display**

- Award / One-Time Payment
- Extension of NTE
- Recruit / Fill
- Promotion
- Separation
- Civilian Inbox

Buttons: Move, Move All, Remove, Remove All, Add URL, Rename

Buttons: Cancel, Apply (highlighted with red arrow)

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- Your “Navigation Options” are now listed in Favorites

**Oracle Applications Home Page - Microsoft Internet Explorer**

Address: https://sylvestr.dcpds.cpm.sosd.mil:8007/OA\_HTML/OA.jsp?page=/oracle/apps/frnd/framework/navigate/webui/HomePG&ri=08&navRespId=51290&navRespAppId=63018

**Department of Defense**

**Navigator**

- CIVDOD NAF Supervisor (Army)
- LN BE Supervisor SECUREVIEW00138
- LN GE Supervisor SECUREVIEW00139
- LN IT Supervisor SECUREVIEW00137
- LN SA Supervisor SECUREVIEW00141
- LN UK Supervisor SECUREVIEW00140
- MGR\_SECUREVIEW00147**

**MGR\_SECUREVIEW00147**

- Federal Position
- Civilian Inbox
- Workflow Inbox
- Coredoc

**Request for Personnel Action**

- Award / One-Time Payment
- Details
- Extension of NTE
- Non Pay / Non Duty Status
- Reassignment
- Recruit / Fill
- Return to Duty
- Separation
- Student Loan Repayment

**Request for Personnel Action : Change Actions**

- Change in Hours
- Change in Work Schedule
- Name Change

**Favorites**

- Award / One-Time Payment
- Extension of NTE
- Recruit / Fill
- Promotion
- Separation
- Civilian Inbox

Buttons: Edit Favorites